

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
MINUTES (Final), January 21, 2015
645 Pine Street
(DVD of meeting may be on file at DPW)**

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Jim Barr, Asa Hopkins, Jeffrey Padgett and Tom Simon / **ABSENT:** Solveig Overby

Commissioner Hopkins called the meeting to order at 6:33 p.m.

ITEM 1 – AGENDA

Commissioner Padgett moved to accept the Agenda; Commissioner Simon seconded. Unanimous.

ITEM 2 – PUBLIC FORUM

Gary Dion, resident of North Ave Ext: Frustrated that CCTA buses are not pulling over close enough to the curb to pick up/deliver passengers, thus preventing vehicles from being able to safely pass. Most frequently noticed on North Ave and Riverside Ave. Suggested creating pull-over lanes at the bus stops, particularly at schools. Director Spencer, who serves on the CCTA Board, will forward Mr. Dion's concern to General Manager Karen Walton.

ITEM 3 – BIRCH COURT EXTENSION PARKING

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Resident Mike McGarghan: Expressed frustration about: Not having been informed, as a Birch Ct Ext resident, that the street had been accepted (1998); "excessive" signage prohibiting parking on the south side; having his street "singled out" restricting parking on one side of the street when there are other streets he feels have the same or less street width; not knowing where he and his neighbors stand with the protective covenants they were asked to sign when they moved in; not having a designated accessible parking space for occasional get-togethers. Requested that DPW consider applying the same parking restrictions City-wide with streets having similar dimensions as Birch Ct Ext.

Discussion: Should DPW look at all smaller accepted streets to consider whether parking on one side of the street *only* is warranted?

Staff recommends that the Commission adopt: Maintaining the current parking restrictions on Birch Court Extension.

Commissioner Archambeau moved to adopt staff recommendations, *and* requests that DPW staff explore the possibility of designating an accessible parking space on the south side of Birch Ct Ext for Mr. McGarghan's family; Commissioner Alberry seconded. Unanimous.

ITEM 4 – NORTH AVE & WESTWARD DR STOP SIGNS

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

North Ave resident Gary Dion expressed frustration about the volume of traffic in the area of this intersection (including multiple private trash hauler trucks) and number of speeding vehicles from the former Merola's Store (1563 North Ave), north to this intersection. Mr. Dion also requested that a DEAD END sign be erected just north of 1563 North Ave, believing that a good portion of those vehicles (including tractor trailers and delivery trucks) miss the Route 127 turn. Because a STOP sign was not an appropriate application to try to address some of Mr. Dion's concerns, the Commission suggested that Mr. Dion contact his neighbors and work with Mr. Roy to begin a petition for a traffic calming request. Staff recommends that the Commission adopt: Maintaining the current STOP control conditions at the intersection of North Ave and Westward Dr.

Commissioner Padgett moved to adopt staff recommendations *and* have staff continue to look at the traffic calming process with Mr. Dion; Commissioner Archambeau seconded. Unanimous.

ITEM 5 – DOWNTOWN ACCESSIBLE SPACES

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

DPW staff is reviewing the City's obligations, peer approaches and the Public Right of Way Accessibility Guidelines (PROWAG) in order to begin evaluating all accessible on-street parking spaces downtown, starting with the following three (3) existing accessible parking spaces as identified by Ms. Elaine Katz:

- South side of College St just west of So Winooski Ave;
- Northeast corner of College and So Union Sts; and
- Northwest corner of College and Saint Paul Sts

DPW staff is using PROWAG for guidance in the placement and position of the accessible spaces. Staff is asking for the Commission's agreement in the evaluation approach which is under review. Staff would then contact the public to discuss the specifics of the proposed changes and then return to the Commission with recommended changes, at the March meeting.

Resident Moira Mulligan, a wheelchair user who works in rehab. therapy, added additional considerations (e.g., height of curbs; snow rims along curbs after sidewalk plowing preventing side ramps from landing at a proper level). She supports addressing the 3 spaces listed above, including the Accessibility Committee in the process, and then proceeding City-wide.

Commissioner Padgett suggests that DPW staff report back to the Commission after they have gone through the process in correcting the 3 accessible spaces listed above, and then report back and ask for adoption of the appropriate guidance document or section.

Commissioner Padgett moved to proceed with staff's assessing the 3 afore-mentioned spaces using PROWAG and providing the Commission with the usefulness of PROWAG and its appropriateness in Burlington, with the expectation that the Commission would agree with staff on whether to adopt it as a standard guideline. DPW staff would also approach the Accessibility Committee (they meet monthly) to get their input on the analysis process. Commissioner Simon seconded. Unanimous.

Commissioner Barr moved to encourage inclusion in the Downtown Parking Initiative for initiating location and accessibility of designated spaces. Commissioner Archambeau seconded. Unanimous.

ITEM 6 – FY15 COMPLETE STREETS

(Communication, Laura Wheelock, Engineer)

(Refer to Packet)

As part of the *Complete Streets* Guidelines, DPW staff are being required to consider both sidewalks and paving in their planning, design and construction. Staff would then be required to justify their decision to include sidewalks or not. The Pedestrian Propensity Index (PPI for sidewalks) is entirely GIS-based. Staff has re-reviewed Mill St and Vest Haven Dr to determine whether any considerations were missed under *Complete Streets* guidelines.

Commissioner Barr moved to approve that the reporting forms and the disproportionate need form for Mill St and Vest Haven Dr. Commissioner Alberry seconded. Unanimous.

Commissioner Padgett moved to support the direction that the staff is going with the updated assessment of the city's sidewalk infrastructure, evaluation of the potential to create Complete Streets, and continued efforts to strategically expand the sidewalk network; Commissioner Barr seconded. The motion supported staff's efforts to plan paving more years in advance in order to better coordinate with sidewalk infrastructure planning.

ITEM 7 – FY16 PAVING LIST

(Communication, Laura Wheelock, Engineer)

(Refer to Packet)

Reconstruction of thirteen (13) streets (2.2 miles) is on the draft list. A segment of the beltline will be repaired (staff secured a grant through the VTrans Town Highway Class 2 Roadway Rehabilitation Program. Staff is asking for advanced approval of three (3) other streets and is seeking the Commission's approval of the entire list. Commissioner Hopkins requested that staff complete the appropriate forms before the Commission approves the additional 3 streets. **Commissioner Barr moved** to accept the draft list; Commissioner Archambeau seconded. Unanimous.

Commissioner Padgett requested an additional column in the algorithm for street exemptions (e.g. Mill St and Vest Haven Dr).

ITEM 8 – PARKING GARAGE ASSESSMENT CAPITAL WORK

(Communication, Pat Buteau, Assistant Director)

(Refer to Packet)

Assistant Director Buteau showed photos of some of the more serious deterioration in the Marketplace and Cherry St Garages and explained the prioritized repair schedule for 2015, 2016-2017, and 2018 and beyond. DPW is pursuing funding mechanisms to support the repairs and as financing options are being explored, the Commission's input is being sought. Mr. Buteau is here tonight to keep the Commission informed. DPW staff will seek the Commission's concurrence and support to borrow before staff heads to the City Council in a couple of months to borrow \$1.2million for Phase One as identified in the garage assessments. Mr. Buteau is working on getting appraisals done on all the properties.

ITEM 9 – MINUTES OF DECEMBER 17, 2014 (Refer to Packet)

Commissioner Alberry moved to adopt the Minutes as written; Commissioner Barr seconded. Unanimous.

ITEM 10 - DIRECTOR'S REPORT

(Director Chapin Spencer) (Refer to Packet)

Asset Management – Working on a ten-year plan. Forward any comments to Director Spencer.

ITEM 11 – COMMISSIONER COMMUNICATIONS

Commissioner Archambeau 1) "Vision Zero (0)" – Is this appropriate for Burlington? Director Spencer will get back to the Commission after more review; 2) First Snow Ban of the season – No towing?

Director Spencer explained: The City experienced a 2-night snowfall. A Parking Ban was called for the first night in anticipation of plowing; however, the conditions changed over the course of the day and the accumulation was not significant. DPW staff made the call to *not* tow; just to plow. A Parking Ban must be called off by 3 p.m.; the weather didn't change until later in the day the first night. The Parking Ban continued into the second night and staff was able to clean up the street.

Commissioner Padgett 1) Plowing bus stops? Director Spencer directed Commissioner Padgett to CCTA (from curb to sidewalk). 2) "Bumpy" indicators/detectable warning strips at the end of sidewalks are deteriorating in places. Ms. Wheelock explained that DPW is now moving away from the current stainless steel indicators and is considering cast iron (which will naturally rust and do not come in different colors). 3) Requested a database print-out of what is managed in the RFS System for the next meeting. Assistant Director explained that RFS is problem-reported-driven; and Engineering uses a different program. Director Spencer: Once the Standard Operating Procedure (SOP) is completed, the Commission will be given a copy.

Commissioner Barr: 1) Pedestrian safety was brought up in a Ward 1 NPA meeting. The Bike/Walk Master Plan addresses this issue but some people are concerned that, for instance, the North Avenue Corridor Study talks about bike lanes and not about the sidewalks. 2) Continues to receive complaints about the volume of pedestrians and bicyclists using the crosswalk on Main St at the University Hts section. Ms. Wheelock stated that that issue is already on staff's radar (i.e., in the Request For Service/RFS system). Traffic Signal Technical Dave Garen is also involved, as part of the concern is that drivers are not stopping for red lights (Mr. Garen sent Director Spencer updates today). Commissioner

Barr, UVM employee, has also talked with the University at recent meetings about the possibility of widening the pedestrian crosswalk so that more people can cross Main St without having to “funnel,” as well as adding a bike crossing lane immediately to the west of it. Commissioner Barr has also talked about options with Nicole Losch.

ITEM 12 – NEXT MEETING DATE AND ADJOURNMENT

The next meeting is scheduled for February 18, 2015. **Commissioner Alberry** moved to adjourn the meeting at 9:45 pm; Commissioner Archambeau seconded. Unanimous.

NOTE: Commissioner Alberry announced that he would NOT be able to attend the February meeting. Commissioner Hopkins has asked Commissioner Padgett to chair the February meeting, even with the possibility of Commissioner Hopkins’ attendance.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.